From:	Amy Seeraty
Sent time:	11/16/2019 04:27:23 PM
To:	Jill Martin <jmartin@trumpnational.com>
Cc:	Ara Mihranian; Kit Fox
Subject:	letter
Attachments:	Incomplete (11-16-19).pdf

Hi Jill-

Please see the attached letter and let me know if you have any questions. Thank you.

Amy Seeraty
Senior Planner
City of Rancho Palos Verdes
Community Development Department
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275
www.rpvca.gov
amys@rpvca.gov - (310) 544-5231

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CITY OF RANCHO PALOS VERDES

November 16, 2019

Lili Amini
1 Trump National Drive
Rancho Palos Verdes, CA 90275

SUBJECT: INCOMPLETE LETTER
PLSU2019-0003
1 TRUMP NATIONAL DRIVE

Dear Ms. Amini:

Thank you for submitting the above referenced application to the City's Planning Division of the Community Development Department for processing on October 4, 2019. Unfortunately, due to missing information and/or inconsistencies between the project plans and submitted application, it has been determined that the application is incomplete for processing.

The attached list of **Additional Information/Requirements** details information that must be supplied and/or complied with before the City can deem your application complete and begin processing. Please be aware, as this project is processed, it may lead to a need to clarify or supply new information based upon staff's comments and your responses to staff.

Please be advised, according to State law, once the additional information is submitted, a new 30-day period in which to determine if the revised application is complete will commence. To help expedite this review, all of the information should be submitted at one time. Additionally, it would also be helpful if you could also summarize how all of the items have been addressed in letter format, as this will help staff expedite further reviews. An application that remains inactive for a period of six months or more will be administratively withdrawn and any remaining fees will be refunded.

If you have questions, or would like to discuss your project in further detail, please feel free to contact me at (310) 544-5231 or via email at amys@rpvca.gov.

Sincerely,

Amy Seeraty
Senior Planner

Cc: Ara Mihranian, Director of Community Development
Kit Fox, Interim Deputy Director of Community Development
Project File

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Additional Information/Requirement:

A preliminary review of the submitted application has determined that the following additional information is needed towards achieving completeness:

1. The previous SUP stated that the unit would have lighting but is there electrical service at that location? That is, how do you propose to provide this power if there are no electrical lines running out to that area? Solar panels?

2. I believe the Conservation Easement document states that the easement covers the entirety of Lot No. 25. As this easement is for the benefit of the Palos Verdes Land Conservancy, we need something in writing from them, as the easement holder, endorsing the location of the proposed container, wherever the final location is determined. Once this is received, Staff will likely need to write up a covenant to be signed and notarized by both parties.

3. Will you have temporary water service and/or bathrooms adjacent to or in the container? If so, please indicate on the plan where these would be located so Staff can review.

4. Please note that you will need to construct a silhouette of the container, and have the plan certified. Please see the attached Non-Residential Silhouette instructions.

5. Please submit a signed silhouette wavier. This can be found on page three of the uniform planning application.

6. Provide a site plan at a smaller scale to show the location of the proposed trailer (include the north boundary along PVDS and west boundary along the PBC community. Please also provide setbacks to the north as west property lines. The trailer cannot be located in the required setbacks.

7. Please note that the Open Space Hazard boundary appears to be very close to the current location of the proposed container, and the container cannot be located within this zoning district. Once the trailer location is changed, please provide plans that show the location of the OH zoning boundary.

8. Thank you for providing information that states that the driving range container is located on the driving range property. However, please note that it appears that the parcel lines shown on the submitted map appear to be the parcel lines of the lots that will not be official until the final map is recorded. Please submit an updated map addressing the issues raised above, using the existing lot lines.

9. Please provide information about days/hours of operation, number of employees, location of employee parking, and any proposed signage.

Items of Concern:

- You may wish to recall that the Coastal Commission had concerns about the proposed location of the shipping container office. As I recall, this was at least partially due to the fact that it is located across a public trail from the driving range, in addition to the proximity

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of the proposed location to the sensitive habitat. Please consider relocating it to a location closer to the driving range, away from the sensitive habitat area.

- OH zoning boundary line (see above).

Please be advised, according to State law, once the additional information is submitted, a new 30-day period in which to determine if the revised application is complete will commence. To help expedite this review, all of the information should be submitted at one time.

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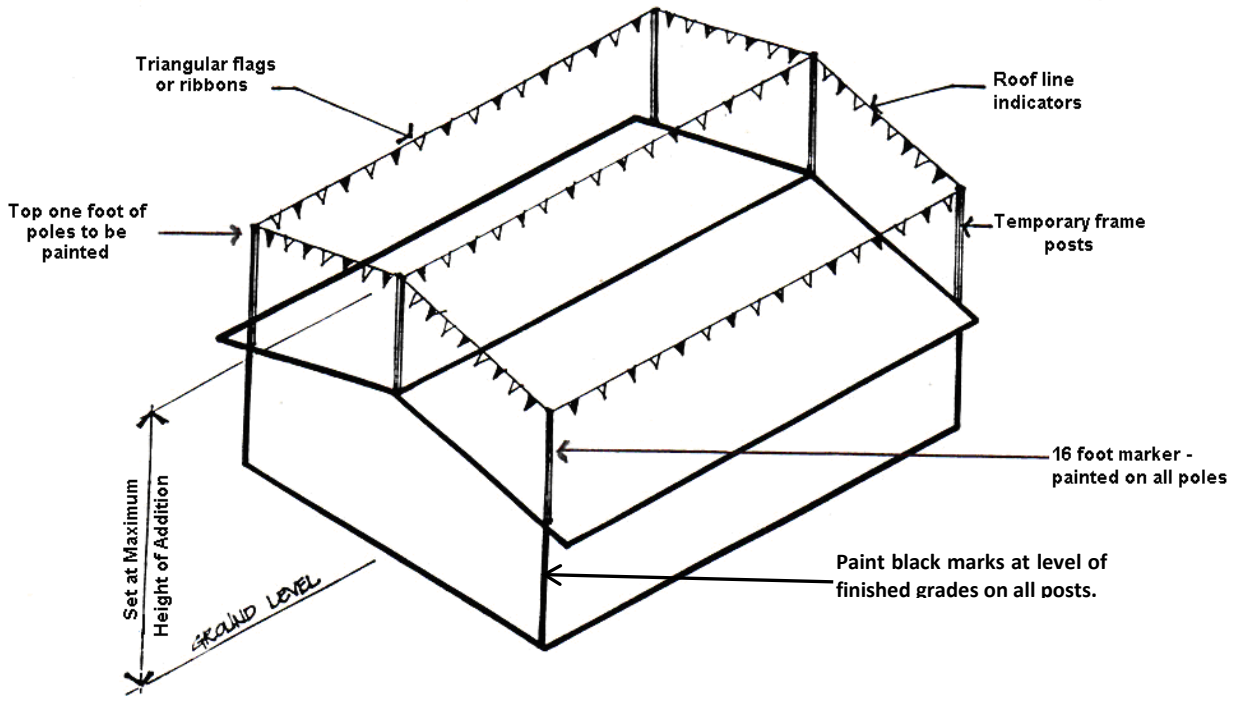
NON-SINGLE-FAMILY RESIDENTIAL SILHOUETTE CONSTRUCTION CRITERIA

If a non-single-family-residential development project requires a Conditional Use Permit application, the property owner/applicant will be required to construct a certified silhouette that depicts the proposed project some time prior to the public hearing on the application. **In order to minimize costs involved in constructing a silhouette, please do not construct the silhouette until directed to do so by the case planner.** It is important to note that a non-single-family-residential development project that requires a silhouette will not be deemed "complete" for processing without the submittal of a signed statement by the property owner that they agree to construct the required silhouette, provide a silhouette plan, and obtain certification of the silhouette by a licensed land surveyor or a licensed engineer.

The silhouette shall be constructed exactly as these guidelines describe unless the applicant can demonstrate to the Director that strict adherence to these guidelines will adversely impact the operation of the existing non-residential use and/or public safety. The Director has the authority to allow deviations from these criteria, so long as the intent of providing the silhouette to assist, Staff, the general public and decision makers is reasonably satisfied.


Triangular flags or ribbons
Roof line indicators
Top one foot of poles to be painted
Temporary frame posts
16 foot marker - painted on all poles
Paint black marks at level of finished grades on all posts.
Set at Maximum Height of Addition
GROUND LEVEL

1. The temporary silhouette shall, at a minimum, consist of wood posts (or other sturdy and rigid material - 2" x 4"s are typical) at all corners of the structure(s) and/or main building masses and at either end of all proposed ridgelines, with a taut rope (of ½" diameter), marked by **triangular flagging or ribbons** connecting the posts (see above diagram). If ribbons are used, the ribbons should be bright colored at a minimum width of 3-inches and should be affixed to string at 12-inch increments.

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2. The top one foot of the posts shall be **painted red or orange** to better demarcate the height of the proposed structure in photo analyses.

3. If the project proposes to exceed the "by-right" height limit of the underlying zoning designation for the property, a **similar mark shall be painted a yellow color on the posts at the "by-right" height limit**, as measured pursuant to the City's code. Please consult with your case planner regarding the applicable method for determining the "by-right" height limit for your project.

4. If any grading is proposed such that the finished grade adjacent to the structure is **higher** than the existing (preconstruction grade), the applicant shall **paint a black mark** on all posts at the elevation(s) of the proposed grade(s).

5. The applicant shall, at the time of submittal of an application to the City, sign a waiver (see project application) which absolves the City of any liability associated with construction of, or damage by, the temporary silhouette. **The applicant shall not construct the temporary silhouette until instructed to do so by the case planner and the waiver form is submitted to the City.** The applicant shall notify the case planner when the silhouette is in place.

6. Once the project silhouette is constructed, a licensed engineer or surveyor shall certify that the silhouette accurately depicts the location and height (including the color demarcation on the silhouette posts) of the proposed development. (See attached certification form.)

7. The Silhouette Certification Form **shall be accompanied by a silhouette plan** that identifies the location of the silhouette posts, the existing grade elevation call-outs for the base of the posts (if posts touch existing grade), and the elevation call-outs for the top of the posts. If the silhouette is constructed entirely above an existing structure so that the posts supporting the silhouette do not touch existing grade, then the silhouette plan must include the existing grade elevation closest to the existing structure and the supporting silhouette posts. **A project will not be deemed "complete" for processing without the required silhouette plan.**

8. City Staff will conduct a site inspection to review the adequacy of the silhouette's depiction of the proposed project. Adequacy will be based on an accurate depiction of the proposed project's envelope, accurate delineation of ridgelines, and the proper flagging.

The silhouette must remain in place and be maintained in good condition throughout the required 15-day public notice period for the Conditional Use Permit, the decision process and, if necessary, any appeal periods. The frame may not be removed until the City's appeal process has been exhausted and a final decision has been rendered. **The applicant must remove the frame within seven (7) days after a final decision has been rendered and the City's appeal process has been exhausted.**

SEE NEXT PAGE FOR SILHOUETTE CERTIFICATION FORM

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SILHOUETTE CERTIFICATION FORM

THIS CERTIFICATION FORM MUST BE COMPLETED BY A LICENSED LAND SURVEYOR OR A LICENSED ENGINEER. THIS FORM MUST BEAR AN ORIGINAL WET STAMP AND SIGNATURE IN ORDER TO BE VALID. THIS FORM MUST ALSO BE ACCOMPANIED BY A SILHOUETTE PLAN THAT IDENTIFIES THE LOCATION OF THE SILHOUETTE POSTS, THE EXISTING GRADE OR SUPPORTING STRUCTURE ELEVATION CALL-OUTS AT THE BASE OF THE POSTS, AND THE ELEVATION CALL-OUTS FOR THE TOP OF THE POSTS. ANY MISSING INFORMATION WILL RENDER THE SUBJECT APPLICATION "INCOMPLETE" FOR PROCESSING.

I have measured the location and height (including the color demarcation) of the silhouette posts located at the project site (address)_____ _____ on (date) _____ and I have found that the project silhouette accurately depicts the location and height (including the color demarcation) of the proposed structure presented on the architectural plans prepared by (name of architectural firm) _____on (date) _____ for the proposed project currently being considered by the City of Rancho Palos Verdes (Planning Case No. _____).

Signature _____

LS/RCE _____

Date _____